

ITB# 2220485

STATE OF ALABAMA

INVITATION TO BID

FOR

UNDERGROUND STORAGE TANK PROGRAM RISK ASSESSMENT GUIDANCE
DEVELOPMENT AND TRAINING SERVICES

FOR

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
UST Corrective Action Program

June 25, 2010

GENERAL INFORMATION

1. **OBJECTIVE:** The purpose of this Invitation to Bid (ITB) is to provide sufficient information to interested environmental firms to prepare and submit bids for consideration by the State of Alabama Finance Department and the Alabama Department of Environmental Management to procure services to revise the Underground Storage Tank (UST) Alabama Risk-Based Corrective Action Guidance Manual; update Tier 1, Tier 2 and Tier 3 report forms; and provide instruction to Departmental staff on risk assessment principles and the revised guidance manual procedures.
2. **SCOPE OF WORK:** The following items will be performed under this scope of work and will be considered the minimum contract deliverables.
 - Meet with ADEM staff to discuss necessary updates to the existing UST Alabama Risk-Based Corrective Action Guidance Manual and reporting forms.
 - Research available models for calculating acceptable risk-based chemical concentrations in air, soil, groundwater and surface water.
 - Identify and list any changes that may be appropriate and acceptable to the ADEM UST program to provide for a UST Alabama Risk –Based Corrective Action Guidance Manual which is consistent with the latest version of the Alabama Risk-Based Corrective Action Guidance Manual as appropriate for petroleum hydrocarbons.
 - Develop a draft revised UST Alabama Risk-Based Corrective Action Guidance Manual
 - Develop draft revised reporting spreadsheets using a software program readily available to the ADEM and the general public
 - Meet with ADEM staff to discuss the draft document and reporting spreadsheets/format.
 - Finalize UST ARBCA Guidance Manual
 - Finalize UST ARBCA Reporting spreadsheets/format
 - Provide training to ADEM staff (minimum of 2 days) on the basic principles of risk assessment procedures to include fate and transport modeling and vapor intrusion modeling, and cumulative risk evaluation, at a minimum. The training will include the procedures to conduct a risk assessment at a petroleum UST site and to prepare a report using the reporting software.
 - Provide follow-up maintenance and technical support to the guidance manual and reporting forms for up to 18 months.
 - Provide ADEM a copy of the guidance manual and spreadsheets along with any access passwords to allow for ADEM's future modification of the documents/spreadsheets as needed.

3. MANDATORY QUALIFICATIONS AND REQUIREMENTS: The firm/individual selected for the guidance document development, forms revision and training shall meet these qualification requirements:

- The firm/individual has a risk assessment professional on staff that has a minimum of 15 years experience in developing UST risk-based corrective action guidance documents for state, tribal and/or federal agencies.
- Firm has extensive knowledge of the 2001 UST Risk Based Corrective Action Guidance Manual, calculation software, reporting software and the 2008 Alabama Risk-Based Corrective Action Guidance Manual.
- Firm has a minimum of 15 years experience in training UST regulatory staff on the principles of risk assessments and the calculation of site specific target levels for UST sites using a risk-based corrective action approach.
- The meetings and training will be held at the Alabama Department of Environmental Management, 1400 Coliseum Boulevard, Montgomery, Alabama 36110
- The bid must identify the names of at least three major customers currently using similar items and services of the type offered in the bid.

4. RESPONSE PREPARATION:

The bid must include a statement of compliance with the mandatory qualifications.